

SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

10005 E. OSBORN RD. / SCOTTSDALE, ARIZONA 85256

Supplier Registration Reference Guide

New Vendors

To register for the Vendor Portal please follow these instructions.

Step 1

Go to https://secure.srpmic-nsn.gov/VendorPortal

Step 2

Select Register



Step 3

Accept terms

You must accept the terms of this Memorandum of Agreement in order to register as a vendor. If you choose not to accept these terms you will be returned to the HomePage. By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, by the Vendor to:

- file, on behalf of the Vendor, all of the information requested in this registration process

· enter into this Agreement on behalf of the Vendor.

By submitting this electronic vendor registration, you hereby agree on behalf of the Vendor and for the benefit of the Salt River Pima-Maricopa Indian Community (SRPMIC) that:

- The Vendor shall use vendor registration update functionality to update the Vendor's registration information whenever necessary to ensure that the registration information registration registration information registration registrati
- The Vendor hereby warrants that the information provided by the Vendor through the vendor portal and vendor portal update functionality shall at all times be accurate, compand completeness of the information the Vendor has provided through the vendor portal registration and vendor portal registration update functionality as of that date even if portal and registration update functionality.
- This Agreement shall remain in effect for as long as the Vendor is registered as a vendor. All rights are reserved to cancel the Vendor's registration at any time. In the event ti order or other electronic procurement transaction that was made or administered in whole or in part using the vendor portal.
 The SRPMIC reserves the right, in its sole discretion, and at any time, to monitor and record access, activity or use of the all services without notice or permission from you, a the terms and conditions for use of the SRPMIC Vendor Portal System at any time.
- . You further agree to immediately notify SRPMIC Purchasing Department of any unauthorized use, or potential unauthorized use, of the SRPMIC Vendor Portal system or your

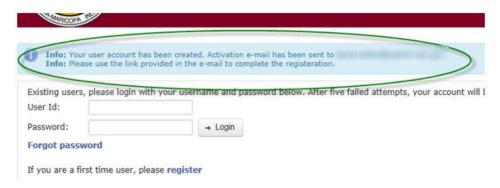


Step 4

Complete highlighted fields and click Register button:



You are returned to login screen, this time there is a message, indicating a message has been sent, and to use the link in the email to complete registration.



Step 5

Check email, and click on the link in the email, note the link expires in 24 hours.



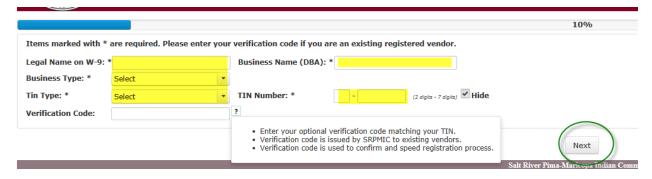
Step 6

Enter password, not the password creation rules highlighted green, then click accept:



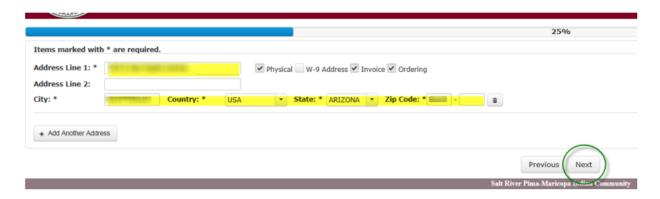
Step 7

Enter information highlighted, and click Next. As a new vendor you will not have a verification code.



Step 8

Enter highlighted address information then click next, there should always be a W9 address that matches your tax form. You can add multiple addresses and indicate which type of address it is.



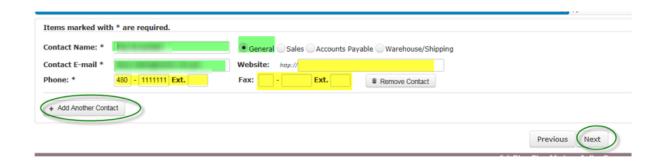
Step 9

UPS validates the address, in this case city was incorrect; the supplier has an opportunity to correct, then click next



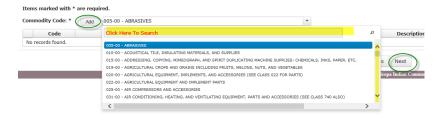
Step 10

Add/Update contact information, fields in green populated already, complete fields in yellow, and type of contact, then either add another contact or click next



Step 11

Add Commodity Code, use drop down and/or search, then add, and click next:



Step 12

Final review and edit, once satisfied, click accept:



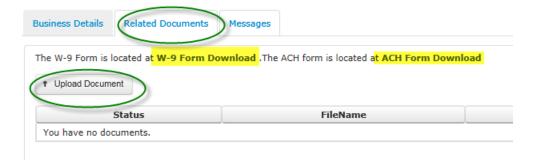
Step 13

Note status Pending Approval until Purchasing has approved.



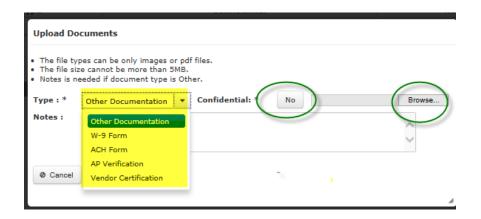
Step 14

Click on the Related Documents tab and Upload Document to attach any required/pertinent documents, links are available to the highlighted forms from this page. As a new vendor you must attach a W9 form.



Step 15

Select the type of document and change the NO to YES by clicking it if you are uploading a confidential. Confidential should be set to YES for completed ACH forms. Then use the browse feature to locate and upload the document. Complete by selecting the Upload Document button.



Step 16

Change password/email or logout from home screen:



Any questions, or issues, please contact us at finance-purchasing@srpmic-nsn.gov or by calling 480-362-5730.